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Congress of the United States

OFFICE OF TECHNOLOGY ASSESSMENT

WASHINGTON, DC 20510

OCTONOPESSORAL AFFAIRS

November 7, 1986

86-3867

TO:

US/USSR Military Technology Workshop Participants

FROM:

Jackie Robinson Lack Thenory

Administrative Assistant

International Security and Commerce Program

RE:

Travel Procedures and Compensation Information

Omega World Travel Agency provides OTA with a full range of travel services. All transportation arrangements <u>must be made through Omega if you anticipate reimbursement for incurred costs</u>. Any exceptions to this procedure would require prior approval of OTA's Administrative Officer, Tom McGurn. Since Omega is authorized to handle our travel, they will be able to get airline tickets at a discounted government rate. If a government rate is not available, then they locate the most cost efficient rate.

Omega Travel will also be making hotel reservations (if you wish) for your stay in Washington or any other travel that would be requested by OTA. They will work with you to find a hotel that suits your needs and, depending upon availability, within your subsistence maximum. If you have a hotel that you prefer, Omega will be happy to make the reservation for you as well.

The enclosed travel information sheet explains what our travel procedures are and gives telephone numbers for Omega Travel. Omega Travel has been successfully dealing with government travel for several years, so we feel confident that our travelers will be pleased with this arrangement. Omega can be reached 24 hours a day for reservations, questions, or problems. If you have any questions concerning travel or reimbursement, please feel free to call me at 202-226-2013.

Many OTA advisory panelists request compensation for attending panel meetings; others serve pro bono or at the expense of their employers. Those requesting compensation receive a standard honorarium of \$200 per day. Our procedure is to enter into a letter contract with each advisory panel member requesting compensation.

<u>Please send</u> me a copy of a <u>short biography</u> or sketch of your background. It would be a tremendous help to us when we write your contracts.

Thank you for your cooperation.

TRAVEL INFORMATION

Location of Meeting: The Office of Technology Assessment

600 Pennsylvania Avenue, S.E.

lst Floor

Washington, D. C.

Date of Meeting: November 17 & 18, 1986

Time of Meeting: 9:00 a.m. - 5 p.m.

Airline Tickets and Hotel Reservations

Call Omega Travel as soon as you know that you will be traveling for OTA. They will make your airline and hotel reservations to your satisfaction. Omega will notify Jackie Robinson when your reservation has been made so that she can prepare the travel papers authorizing your travel. Please contact Omega Travel if you have not done so already. They will have plenty of time to make your arrangements and mail/wire your tickets to you. There is no charge to you for the ticket or the mailing.

Omega Travel

weekdays (9:00 a.m. - 7 p.m.) 800-368-3458

Omega Travel

nights/weekends (24 hours) 800-343-5880

For Those Requesting Reimbursement

OTA will reimburse you up to \$112/day for hotel and meals, though the maximum meal allowance is \$33. Procedures require the attachment of: (1) ticket transportation receipts; (2) lodging receipts; (3) taxi fare + tip receipt if it exceeds \$10; and (4) receipts for all items (including meals) in excessof \$15.00. Your airline ticket is also a required attachment. Any unused ticket or unused portion of the airline ticket issued by OTA also must be attached. You will be receiving forms with your new contract. Please be sure that you attach the proper documentation and sign the invoice before mailing them back to Jackie Robinson. The reimbursemenmt process usually takes 4 to 6 weeks.

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OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

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OFFICE OF TECHNOLOGY ASSESSMENT

Honorable David Gries Congressional Affairs Central Intelligence Agency Washington, D.C. 20505

